

ADMITTANCE TO THE U.S. DEPARTMENT OF TRANSPORTATION (DOT)  
HEADQUARTERS BUILDINGS

1. PURPOSE. This order describes the criteria for admittance of people and vehicles to the U.S. Department of Transportation (DOT) headquarters buildings. Appendix A of this order prescribes building specific entry and exit controls.
2. CANCELLATION. DOT Order 1661 .1, Entry and Exit Controls for the DOT Headquarters Buildings, dated February 13, 1992. DOT Order 166 1.2, Admittance to DOT Headquarters Buildings, dated November 30, 1993.
3. SCOPE. This order applies to all DOT employees and any other persons entering DOT headquarters buildings. In addition, this order applies to non-DOT organizations occupying DOT headquarters space. Equipment entering or leaving the DOT headquarters buildings is within the scope of DOT Order 4410.4, Equipment Management and Control, dated January 28, 1992.
4. REFERENCE
  - a. DOT Order 1680.3, Identification Cards, Official Credentials, and Passports, dated January 15, 1989.
  - b. DOT Order 4410.4, Equipment Management and Control, dated January 28, 1992.
  - c. Letter from the Deputy Secretary of Transportation, dated November 1, 1996.  
Subject: Security Enhancements Information.
  - d. Letter from the General Services Administration (GSA), which provides the terms and conditions for the delegation of authority for operations and maintenance of the DOT headquarters buildings, dated April 13, 1999.
  - e. U.S. Department of Justice report, Vulnerability Assessment of Federal Facilities, dated June 28, 1995.
5. DEFINITIONS
  - a. DOT Employees. Those persons employed by DOT, including active duty U.S. Coast Guard (USCG) military personnel.

- b. DOT Contractor Employees. Those persons hired by a contractor as an employee or subcontractor to perform tasks under a DOT contract. This term includes any consultant to DOT who is not actually a Federal employee.
  - c. Non-DOT Federal Emnlovees. Civilian employees from other Federal agencies and departments, employees of the Legislative and Judicial Branches of the United States Government, and active duty members of the U.S. armed forces. Does not include contractor employees of those organizations.
  - d. Visitors. Vendors, business representatives, state and local government employees, military retirees, military dependents, and members of the general public. For purposes of admission to headquarters buildings, military retirees and dependents are treated as visitors.
  - e. DOT Headauarters Buildings. The DOT headquarters buildings are the following:
    - (1) Nassif Building, 400 Seventh Street, SW, Washington, DC 20590.
    - (2) Federal Office Building (FOB) 10A, 800 Independence Avenue, SW, Washington, DC 20591.
    - (3) Transpoint Building, 2100 Second Street, SW, Washington, DC 20593.
    - (4) Any building designated by the Assistant Secretary for Administration as a DOT headquarters building.
  - f. Official Business Hours. Those hours during which the headquarters buildings are open to the public.
  - g. Security Hours. Those hours other than official business hours.
6. BACKGROUND. The Office of Security and Administrative Management (M-40) establishes policy for admittance to the DOT headquarters buildings. The Transportation Administrative Service Center (TASC), Security Operations (**SVC-150**), provides operational oversight of contract guard operations.
7. POLICY. DOT will control admittance to its headquarters buildings according to the criteria established by this order.
8. PROCEDURES
- a. Personnel Controls
    - (1) DOT Emnlovees and DOT Contractor Employees

- (a) During business hours, DOT Government employees and DOT contractor employees must display a valid DOT ID card to enter any of the DOT headquarters buildings, but they are not required to sign in or undergo weapons screening. All personnel are required to sign in during security hours. ID cards and passes must be worn at all times by affixing them with a clip or chain to the front of an outer garment (blouse, shirt, jacket) above the waistline. In situations where individuals do not have an appropriate ID card holder (chain or clip) for their Government ID, temporary ID marked "Government Personnel" will be provided by the contract guard force.
  - (b) DOT employees who fail to present a DOT ID card may be admitted after providing their Social Security number or their full name to the guard force for verification. The guard force will check the information provided against a computerized database maintained by SVC-150. This system provides the guard force with a video picture representation of the employee for easy identification. Once an employee's identification has been confirmed, a 1-day access badge will be issued to the employee. The temporary ID must be affixed to an outer garment as described above.
  - (c) USCG retired (DD Form 2 Retired) or reserve (DD Form 2 Reserve) ID cards will be accepted at any time if the persons attempting to enter have in their possession military orders stating that they are on active military duty and that their duty station is one of the DOT headquarters buildings. USCG retired (DD Form 2 Retired) or reserve (DD Form 2 Reserve) ID cards must be affixed to an outer garment as described above.
- (2) Non-DOT Federal Government Employees and Contractor Employees. During business hours, non-DOT Federal Government employees may be admitted to a DOT headquarters building provided they possess a valid ID card issued by their parent organization and submit to weapons screening by passing through a magnetometer. ID cards must be affixed to an outer garment as described above in paragraph 8a(1). Packages, briefcases and other items will be x-rayed by the guard force. Non-DOT Federal Government employees not possessing a Federal Government ID card will be admitted in accordance with the procedures established for visitors in paragraph 8a(4) below. During security hours, the guards will process non-DOT Federal Government employees under the procedures established for visitors in paragraph 8a(4) below. Contractor ID cards issued by other Federal Government departments and agencies will not be accepted for entry. Contractor employees of Non-DOT Federal Government agencies will be processed as visitors in accordance with paragraph 8a(4) below.

- (3) Military Retirees and Military Dependents. Although they are treated as visitors, military retirees and military dependents may be admitted to visit a Coast Guard clinic (Transpoint and Nassif Buildings) during the operating hours of the respective building clinic without receiving authorization as required for other visitors and without signing the building visitor log. Retirees and dependents requesting entry to visit a clinic must possess a military identification card (DD Form 2 Retired or DD Form 2 Dependent) and must submit to screening by passing through a magnetometer. Packages, briefcases and other items will be x-rayed by the guard force.
- (4) Visitors. Except as provided for in paragraph **8a(3)** above, the following procedures will be used to admit visitors.
  - (a) All visitors entering a DOT headquarters building will be screened for weapons. The guard force shall accomplish this screening by directing each visitor to walk through a magnetometer or, in the case of individuals unable to pass through a magnetometer, by using a hand-held metal detector. Packages, brief cases and other carry-in items will be x-rayed by the guard force. In situations where items cannot be x-rayed, the guard force will visually inspect them. The guard force will ensure that each visitor signs the building visitor log. Visitors will be issued a visitor building pass by the guard force. A DOT employee who authorizes a visitor's entry to a headquarters building, or a designated representative of that employee's organization, must be in that building when the visitor enters and is responsible for that visitor.
  - (b) Prior to admitting visitors to the DOT headquarters buildings, the guards must obtain one of the authorizations listed below:
    - 1 Telephone. Visitors may provide the guards with the identity of the specific office or person they wish to visit. The guards will verify the phone number and then call the office or DOT employee to be visited. Only DOT employees may authorize visits. The guards will record the name of the DOT employee who authorizes the visit in the guard logbook. Not more than five persons may be authorized per visit by this means.
    - 2 DOT Form 1600.28. DOT Form 1600.28, Admittance to DOT headquarters buildings, is available for use in preauthorizing access of visitors to any DOT headquarters building. The form must be signed by a DOT employee. For groups of visitors larger than **five** persons, DOT Form 1600.28 must be signed by a manager at the branch or higher level. The form must be submitted for approval by the close of

business of the previous workday to SVC-150, Room 7402, Nassif building.

- 3** Personal Escort. DOT employees may authorize **five** or fewer persons to enter any of the DOT headquarters buildings by personally escorting them through the guard visitor center. The guards will record the name of the DOT employee escorting the visitors.
- (5) Childcare. Parents or guardians who are not DOT employees or DOT contractor employees, and whose children are enrolled in a childcare center in a DOT headquarters building, may be issued a special DOT childcare ID card. These cards are issued by SVC-I 50 with the approval of the respective DOT building childcare center supervisor. Persons possessing a childcare ID card will be authorized access to the building during business hours only. They will not be required to submit to weapons screening nor do they have to sign in as visitors at the guard desk.
- (6) Non-DOT Tenant Agencies. From time to time, non-DOT Federal agencies may occupy space within one of the DOT headquarters buildings. Non-DOT agencies must coordinate with DOT prior to taking up residency in a building to ensure an appropriate accord is in place in the form of a memorandum of agreement concerning security requirements. DOT reserves the right to require non-DOT agencies to acquire special DOT ID cards for their employees. This will be decided on a case-by-case basis with a **final** determination made by the Director, M-40. Generally, non-DOT agencies and their employees will be given authorization to grant access to visitors to the building in which they are a tenant in the same manner as DOT offices and employees.
- (7) Contractor Employees. DOT contractor employees who are assigned to work on a regular basis in a DOT headquarters building may be issued DOT contractor ID cards. DOT contracting officers or their designated representatives should request ID cards for contractor employees from **SVC-150**. Contractor employees possessing a DOT contractor ID card are authorized access to all DOT headquarters buildings in accordance with the procedures established for DOT employees. Contractor employees who provide services to DOT offices but who visit on an infrequent basis are not normally issued DOT contractor ID cards. These persons will be processed as visitors.
- (8) Armed Law Enforcement Personnel and Private **Security** Guards

  - (a) Federal Law Enforcement Officers and Metropolitan Police Officers. Armed Federal law enforcement officers and Metropolitan Police Department officers shall be required to display a credential or ID card and state the purpose of their visit to the guard force prior to being

granted entry to a DOT headquarters building. Presentation of a badge alone is not acceptable for entry. The guard force will record the visit in the guard logbook and include information such as the officer's name, agency, purpose of visit, and office to be visited. Officers will not be screened nor will their possessions be x-rayed. Except during emergency response situations, law enforcement officers will not be escorted by the guard force. Officers arriving in response to an emergency situation will be escorted by the guard force. Identification of the officers and other pertinent information will be ascertained by the guard force after the emergency has been resolved.

- (b) Visiting Law Enforcement Officers. Armed visiting law enforcement officers other than those described in paragraph (8)(a) above will be granted entry to a DOT headquarters building only if they are on official business. Identification requirements in paragraph (8)(a) above apply. The guard force will verify the visit prior to granting access with the sponsoring DOT office or SVC- 150. Armed visiting law enforcement officers will not be screened nor will their possessions be x-rayed.
- (c) Private Security Guards. Armed private security guards who require entrance into a DOT headquarters building in the conduct of their duties, e.g., escort money to a credit union, will be admitted under the same procedures as those for visiting law enforcement officers.

(9) Car Pools

- (a) Building Access. Many car pools have members who are neither DOT employees nor DOT contractor employees. These persons may enter a building garage in their car pools but they must possess a DOT car pool ID card. During business hours they may also enter pedestrian entrances in the same manner as DOT employees by displaying a car pool ID card. During security hours they will be treated as visitors.
- (b) Car Pool Membership and ID Cards. Car pool membership composition is the responsibility of the permit holder. The car pool permit holder must be a Federal Government employee. The TASC SVC-114 parking office will verify that each car pool permit holder applicant is a Federal employee. Car pool members may acquire a DOT car pool ID card by completing DOT Form 1681, Identification Card/Credential Application. This form is available at the TASC SVC-114 parking office. The manager of SVC- 114 must sign the authorizing official block on DOT Form 168 1. The applicant must take the completed DOT Form 168 1 to TASC SVC- 150 security operations and request that a car pool ID card be issued.

b. Vehicle Control(1) Vehicles with DOT Parking Permits

- (a) Except where stated below in this paragraph, vehicles entering any of the DOT headquarters buildings must have a valid DOT parking permit displayed on the driver's side dashboard. The vehicle driver and all passengers must display to the guard at the garage entry point a DOT employee, DOT contractor employee, or DOT car pool ID card. Any driver or passenger without one of the above forms of ID will be treated as a visitor by the guard force.
  - (b) Vehicles where all occupants have either a DOT employee or DOT contractor ID card may enter the Nassif and Transpoint buildings without a parking permit after 3:30 p.m. and until 5:30 a.m. the following day, and 24 hours per day on holidays and weekends. Vehicles where all occupants have either a DOT employee or DOT contractor employee ID card may enter FOB-1 OA without a parking permit after 4:00 p.m. and until 5:30 a.m. the following day, and 24 hours per day on holidays and weekends.
  - (c) Drivers and passengers possessing DOT car pool ID cards may enter their building parking garage between the hours of 5:30 a.m. and 6:00 p.m. weekdays, excluding holidays. However, their vehicles must have valid DOT parking permits displayed on the driver's side dashboard.
- (2) Visitor Vehicle Parking. Requests for visitor parking should be coordinated with SVC-114.
- (3) Government Vehicle Parking. Without the permission of SVC-114, only Government vehicles that DOT owns or leases may be parked in any headquarters building's parking garage.

- c. Exentions. Exigent circumstances may require deviation from the admittance procedures stated in this order. The SVC-150 Principal or his/her designee may grant an exception to a requirement of this order only as a limited and temporary measure. The Director of M-40 must approve all permanent exceptions.
- d. Barring Persons From the DOT Headauarters Buildings for Cause. Occasionally a situation will arise in which it becomes necessary for an individual to be prohibited from entering any of the DOT headquarters buildings. Reasons to deny access vary, but may include: person found guilty of ~~theft~~ of Government or personal property, person considered threatening or dangerous to others, or other security related issues. DOT accomplishes this denial of entry through the issuance of a "Bar Notice" letter,

which directs that the individual in question be barred from access to the DOT headquarters buildings. A Bar Notice may be initiated by SVC- 150 based on an investigation of a complaint or it may be initiated at the request of a DOT employee. In the case of a request by an employee, a written request must be made to SVC-150 by the office manager of the DOT employee. SVC-150 should be contacted promptly and advised of any situation that an employee or the office manager believes warrants this type of action. SVC-150 will provide guidance concerning the format for submitting a written request for issuance of a Bar Notice. SVC- 150 can be contacted at 202-366-4677.

FOR THE SECRETARY OF TRANSPORTATION:

## ENTRY AND EXIT CONTROLS FOR THE U.S. DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

1. Purpose. This appendix prescribes building specific security control measures for each of the DOT headquarters buildings. Changes to these controls may be made by the Director of M-40 through the issuance of a DOT Notice.
2. Security Controls
  - a. Nassif Building
    - (1) Business Hours. Business hours are from 7:00 a.m. to 6:00 p.m. weekdays.
    - (2) Security Hours. Security hours are from 6:00 p.m. to 7:00 a.m. weekdays and 24 hours on weekends and holidays.
    - (3) Entrance and Exit Controls
      - (a) Weekdays
        - 1 Stairwell barriers located between the plaza level and the second floor will be closed between 6:00 p.m. and 6:00 a.m. on weekdays. Building occupants can manually open the barriers when exiting the building in the event of a fire or emergency.
        - 2 The Nassif Building has four plaza level elevator lobbies. The elevator lobby located at the corner of 7<sup>th</sup> & E streets (southwest lobby) is open 24 hours per day year round. The elevator lobbies located at the corners 7<sup>th</sup> & D (northwest lobby) and the corners of 6<sup>th</sup> & E (southeast lobby) are open from 7:00 a.m. to 7:00 p.m. each workday. The elevator lobby located at the corner of 6<sup>th</sup> & D (northeast lobby) is open from 6:30 a.m. to 11:00 p.m. each workday.
        - 3 Elevator service is available in the southwest lobby 24 hours per day year round. Elevator service in the northwest lobby and the southeast lobby is available from 6:00 a.m. to 7:00 p.m. weekdays. Elevator service in the northeast lobby is available from 6:00 a.m. to 11:00 p.m. weekdays.
        - 4 The parking garage is open 24 hours a day via the E street access ramp. The D street access ramp is opened at 6:00 a.m. and closed at 6:00 p.m.

each business day.

(b) Weekends and Holidays

- 1 The stairwell barriers are closed 24 hours a day on weekends and holidays.
- 2 The southwest street level lobby is open year round for pedestrian entry and exit. Access to the garage from the upper floors of the building and the street level entrance is available at all times in the southwest lobby. The southeast, northwest, and northeast street level lobbies are closed and elevator service is not available.
- 3 The garage is open 24 hours a day via the E street access ramp.

b. FOB- 1 OA Controls

- (1) Business Hours. Business hours are from 6:00 a.m. to 8:00 p.m. on weekdays.
- (2) Security Hours. Security hours are from 8:00 p.m. to 6:00 a.m. on weekdays and 24 hours a day on weekends and holidays.
- (3) Entrance and Exit Controls

(a) Weekdays

- 1 The four stairwell doors located between the garage level and the second floor will be closed from 8:00 p.m. to 6:00 a.m. on weekdays.
- 2 Elevator service between the lobby and 10<sup>th</sup> floor is available at all times. Elevators # 16 and # 8 (which descend to the A and B garage levels) are closed at 6:30 p.m. and opened at 6:00 a.m. each workday. Access to the garage levels is available 24 hours a day by way of escalator. (Note: Access to the garage levels is always available by way of the escalators, however, they are not electrically operated between the hours of 6:00 p.m. and 6:00 a.m. weekdays or 24 hours per day weekends and holidays.)
- 3 Entry and exit to the building via the doors on the Independence Avenue side of the building are available at all times. The doors on the C Street side of the building are locked at 8:00 p.m. and unlocked

at 6:00 a.m. each workday.

- 4 The “A” level garage is open 24 hours a day. The B level garage is closed at 6:30 p.m. and opened at 6:00 a.m.

(b) Weekends and Holidays

- 1 The four stairwell doors located between the garage level and the second floor are closed 24 hours a day on weekends and holidays.
- 2 Elevator service between the lobby and the 10<sup>th</sup> floor is available at all times. Elevators # 16 and # 8 (which descend to the A and B garage levels) are turned off.
- 3 Escalator service to the garage levels is available 24 hours a day. (Note: Access to the garage levels is always available by way of the escalators, however, they are not electrically operated 24 hours per day on weekends and holidays).
- 4 Entry and exit to the street are available through the Independence Avenue lobby doors only.
- 5 The “A” level-parking garage is open 24 hours a day and the B level garage is closed.

c. Transpoint Building Controls

- (1) Business Hours. Business hours are from 5:30 a.m. to 7:00 p.m.
- (2) Security Hours. Security hours are from 7:00 p.m. until 5:30 a.m. weekdays and 24 hours on weekends and holidays.
- (3) Entrance and Exit Controls

(a) Weekdays

- 1 The stairwell barriers located between the M level and the first floor are open from 5:30 a.m. to 7:00 p.m. on weekdays.
- 2 The Second Street lobby is open 24 hours a day. Elevator service is available 24 hours a day to all floors and the C level parking garage.

Elevator service is also available to the D and M levels from **5:30** a.m. to 7:00 p.m. each workday.

- 3 The First Street and V Street lobbies are open from **5:30** a.m. to 7:00 p.m. each workday. Elevator service is available in the First Street lobby to the C, D, and M levels from **5:30** a.m. until 7:00 p.m. each weekday.

(b) Weekends and Holidays

- 1 The stairwell barriers located between the M level and the **first** floor are locked 24 hours a day on weekends and holidays.
- 2 Entry and exit to the street are available through the Second Street lobby 24 hours a day on weekends and holidays. The First Street and V Street lobbies are closed.
- 3 The C level-parking garage is open 24 hours a day on weekends and holidays. The D and M level parking garages are closed.